

City of Norfolk
Application for New Business License
Information Sheet

Applicant Name & Mailing Address

Trade Name & Business Address

Social Security # or Federal ID#: _____

Phone Numbers: Business _____ Emergency _____

Description of business activity (work performed, services provided): _____

Describe how you would make your revenue (example; products sold, services rendered, commissions, fees, etc.) _____

Beginning date in Norfolk _____

Estimated gross receipts to December 31: \$ _____

If applicant is a corporation, list officers and registered agent::

President _____

Secretary _____

Treasurer _____

Registered Agent & Contact Address

This information is true and correct to the best of my knowledge.

Name (Print) _____ Title _____

Signature _____ Date _____

Please notify this office if any of the above information changes

Office Use: Trade Name (Cir Ct- Rm-100) _____ Zoning (Rm-508) _____

Meal _____ Health Cert _____ Lodging _____ Admission _____ STR _____

Classifications: _____ SIC Codes _____

BUSINESS LICENSE APPLICATION CHECK LIST

Business license applicants must apply in person. Allow at least one hour to complete the application process. When paying by check, bring a separate check for each process.

- () Zoning Office.....City Hall Building, Room 508, 664-4752
 - Home Occupancy License obtained here
 - Zoning Approval – bring lease or other written documentation of business location
 - Fee required
- () Trade Name RegistrationCircuit Court Building, Room 100, 664-4580
 - Fee required
- () Fiduciary Tax Office.....City Hall Building, East Wing, Commissioner of Revenue, 441-2270
 - Includes Admission Tax, Cigarette Tax, Lodging Tax, Meal Tax, Short Term Rental Tax
 - Some may require fees
- () Bond Requirements.....City Hall Building, East Wing, Commissioner of Revenue, 441-2784
 - Includes Meal Tax Bond, Precious Metals Bond
 - Fee required. Fees vary
- () Health Department830 Southampton Avenue, Suite 200, 683-2712
 - Barber or beauty operations, food services, health care services
- () Police DepartmentPolice Operation Center, 3661 Virginia Beach Blvd.
- () City Council.....City Hall Building, 11th Floor, 664-4300
- () State Board RegistrationPO Box 1197, Richmond, Virginia 23209
- () Business LicenseCity Hall Building, East Wing, Commissioner of Revenue, 441-2270
 - Bring identification (Picture ID – all parties)
 - Bring Corporate Charter (if applicable)
 - Bring Partnership Agreement (if applicable)
 - Bring Estimate of gross receipts through December 31st
 - Bring required Permits/Licenses (if applicable)
 - Bring required receipts, certificates, and forms from the applicable agencies listed above
 - Fee required

Other numbers to call for information when you...

Incorporate	Virginia State Corporation Commission	(804) 371-9733
Corporate & Personal Income Tax	State Virginia Department of Taxation	(757) 455-3810
Retail Sales & Use Tax	Koger Center, Bldg. 7, Suite 101	
Employee Withholding Tax	Norfolk, VA 23502	
Obtain a Federal ID Number	Internal Revenue Service	(800) 829-1040
Unemployment Benefits	Virginia Employment Commission	(757) 455-3900
Contractors Licenses (A, B, or C)	Virginia State Board of Contractors	(804) 367-8511